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DD/A Registry

78-1876/6

OC.m-78-418
7 JUN 1978

MEMORANDUM FOR: Associate Deputy Director for Administration

25X1A FROM : [REDACTED]
Director of Communications

SUBJECT : Inter-Directorate Rotational Assignment (C)

REFERENCE : DDA 78-1876/3, dtd 24 May 78

1. (C) The Office of Communications has selected Position AD91, GS-13 Comsec Officer, and AH35, GS-14 Cable Secretariat, as the two positions to be considered for the Inter-Directorate Rotational Assignment program. Position descriptions are attached.

25X1A 2. (C) [REDACTED] GS-13 Electronic Specialist,
25X1A and [REDACTED] GS-15 Senior Officer, are nominated to participate in the subject program. Both individuals have potential to become supergrade officers. [REDACTED] stands No. 5 on this year's ranking; [REDACTED] stands No. 3. Both individuals have excellent technical backgrounds mixed with a variety of supervisory and managerial experiences. We are confident they will represent both the Office of Communications and the Directorate for Administration in an outstanding manner. Both individuals if selected can be made available after Labor Day this year. [REDACTED] might be released somewhat earlier if necessary; however, [REDACTED] is currently on assignment in [REDACTED] and is not due to report for duty after home leave until 5 September 1978.

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Attachment:
Position Descriptions AD91 & AH35

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AD91

Policy and Doctrine Branch
Systems Application Section

- 20-13

Recommends communications security policy for application to communications software and related computerized systems/devices, i.e. MAX, ACT, SKYLINK, etc.. Conducts technical examinations, analyses, and evaluations of communications automation/software procedures, operating instructions/techniques, computer programs, etc. to determine appropriateness of communications security measures and/or need for special changes and modifications.

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1. POSITION DESCRIPTION		2. POSITION NUMBER		DATE	
		0170		11/35	
3. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS
A.	Secretariat Officer-D Ch	GS	0132.02	14	160-61
B. INITIATING OFFICE					
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION			
DDA-O/C		A. EMPLOYEE			
5. ORGANIZATIONAL LOCATION		B. SUPERVISOR			
DDI-Cable Secretariat and Message Center-Deptt-Office of the Cable Secretary		IVE			
		25X1A			
7. DESCRIPTION OF POSITION					

I. DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Chief, Cable Secretariat and Message Center (Cable Secretary), incumbent serves as full Deputy Chief and as Chief in that individual's absences. Specifically, incumbent participates with the Chief in the discharge of duties and responsibilities pertinent to both CIA and other agency cables as follows:

A. Serving as a principal staff assistant to the DCI, insuring that all Agency cables, incoming and outgoing, are prepared, released, and disseminated in accordance with policies set forth by the DCI.

B. Insuring that all outgoing cables involving questions of national policy have been personally approved by the Director.

C. Keeping the Director constantly informed, through selection and briefing of CIA and other agency cables, on subjects of sufficient importance to warrant his immediate attention.

D. Together with action offices, insuring that intelligence information contained in cables is furnished promptly to the Office of the DD/I, and that Intelligence Information Reports (TD's) are delivered promptly to offices within and outside CIA.

E. Conducting continuing liaison with all elements of the Agency in establishing, revising, and implementing policy regarding cable dissemination.

F. Furnishing guidance, direction, and review to the work of subordinate personnel in the various Secretariat components. This involves assuring the efficient and timely processing and determination of appropriate dissemination of cables throughout the Agency on a round-the-clock, seven-day-a-week basis. It includes provision of Duty Officer coverage for DD/P regarding certain sensitive cables which by agreement with the DD/P are not disseminated to the Clandestine Services Duty Officer. Other subordinate responsibilities include preparation of summaries of cables selected for the DCI and other high level officials, the conduct of an internal Cable Analyst training program, and the provision of cable reference service.

G. As Deputy Chief, serving as Records Management Officer for the Secretariat and as Chairman of the Cable Secretariat Career Panel.

H. Performing related duties as required.

II. SUPERVISION AND GUIDANCE RECEIVED:

Incumbent receives general policy guidance from the Cable Secretary. Limited further guidance is available in the form of

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Agency regulatory issuances, manuals, information from points with which liaison is conducted, and precedents. Within this framework, incumbent performs his duties relatively independently. Because the Cable Secretary usually comes on duty in advance of daytime Agency hours and leaves correspondingly early, his Deputy is the top supervisor of Secretariat activities on duty every day in the later afternoon hours. Incumbent contributes to the formulation of Secretariat policy.

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